



YALE UNIVERSITY
GRADUATE SCHOOL OF ARTS AND SCIENCES
Registration in Absentia Request Form

To be completed by the student (please save before printing):

Ph.D. students whose program of study requires full-time dissertation research, full-time field work, or full-time study at another academic institution outside the New Haven area may request to be registered in absentia. Forms for requesting registration should be filed with your DGS at least one month before the beginning of the term in which you expect to be away from New Haven.

Name: _____ **SID:** _____
Last First 9 digits, starts with 9, see ID

Department: _____

Year of Study (current): _____ **Date Admitted to Candidacy:** _____

Absentia Address: _____
Street City State Zip Code Country

Absentia Phone(s): _____
Include cell phone number if applicable; include international dialing codes

Adviser Name: _____

Adviser Phone: _____ **Adviser Email:** _____

Absentia requested for: Fall 20____ Spring 20____ Effective Dates: _____ to _____

Place of Study: _____

Reason for Study in Absentia: _____

I have registered my emergency contact information and travel location through the Office of the University Secretary at <http://world.yale.edu/travelform>

Student Signature: _____ **Date:** _____

To be completed by the Director(s) of Graduate Studies:

Student has been admitted to candidacy: Yes No

I affirm that this student has an appropriate agenda for dissertation research and writing during proposed period of registration in absentia. A student who has not completed the three-year residence requirement will be permitted to register in absentia for compelling academic reasons only, and normally only if the student has completed all other pre-dissertation requirements.

Signature (1st program): _____ **Date:** _____

Signature (2nd program): _____ **Date:** _____

Health Coverage for Students in Absentia Travelling Abroad

If you will be conducting research outside the United States, you may be enrolled in the HTH Worldwide Plan, which supplements your emergency coverage through Yale Health by providing coverage for non-emergent illness and chronic care while you are travelling internationally. Please note that if you do not provide the information below, you will not be enrolled.

To enroll in HTH, please provide Alicia Grendziszewski (alicia.grendziszewski@yale.edu) with the following information:

- First/Given Name
- Surname
- Date of Birth
- Gender
- Exact Coverage Dates (Dates of departure from and return to U.S.)
- Country of Citizenship
- Address/Addresses outside the U.S. where you will be during your registration in absentia
- Email Address

Should you wish, you can enroll a spouse or civil union partner and dependent children on the HTH plan. Please provide the first and last names, birth date, and gender of each dependent you wish to enroll.

The Graduate School will fund the cost for your individual HTH student premium. The Graduate School will pay half the cost of the HTH premium for the student plus spouse or civil union partner coverage and the full cost of the premium for the family if children are enrolled. Additional information about coverage through HTH is available at <http://gsas.yale.edu/faqs-hth-worldwide-plan>.

You will receive an email from HTH confirming your coverage, with the information you will need in order to utilize it. You are responsible for informing yourself of the scope of coverage and the procedures for obtaining reimbursement from HTH.

Pending confirmation from HTH, your actual coverage will start on the date you depart the United States for your approved research abroad and end the moment your plane lands in the United States upon return home from that same approved research abroad. If you extend your research travel beyond the exact dates provided to the Graduate School, you will need to contact the Graduate School to extend your coverage in this program; it will not be extended automatically.